

**Meeting minutes of the Tazewell County Public Library Board of Trustees
held at the Tazewell County Public Library Pocahontas Branch, 179 Centre St.,
Pocahontas, Va., September 16, 2021, at 5:30 p.m.**

Present: Regina Roberts, chair
Mary Sue Dean, trustee
Michele Crigger, trustee
Connie Kitts, trustee
Erica Hall, TCPL Director
Darla Boardwine, TCPL Pocahontas Branch Manager
Cassie Ogle, TCPL Technical Services Librarian (attended virtually)

Absent: Karel Ryan, vice chair

1. CALL TO ORDER: Meeting called to order by Chair Roberts at 5:30pm.

2. APPROVAL OF MINUTES: A motion made by Trustee Dean with a second by Trustee Crigger to approve the June 3, 2021, Special Meeting minutes as submitted. With all in favor and none opposed, the motion passed.

A motion made by Trustee Crigger and a second by Trustee Kitts to approve the minutes for the August 19, 2021, meeting minutes with minor edits to correct the meeting time in the header, indicate the virtual attendees, and add the chat text of virtual attendees. With all in favor and none opposed, the motion passed.

3. CONSIDERATION OF APPROVING THE AGENDA FORMAT

ADDITIONS/DELETIONS: A motion by Trustee Dean with a second by Trustee Kitts made to add a discussion about the HPI lease, an update about the Richlands Town Council meeting, and the Pocahontas Branch Manager's report to the agenda. With all in favor and none opposed, the motion carried.

4. DIRECTOR'S REPORT:

Library Programs: Limited, in-person programs will begin at the end of next week. Most of the programs are after school and sign-ups are limited to 8 kids per program.

Foundation updates: The Foundation Board is moving forward with having a rendering of the proposed renovations of the Richlands Branch developed to use for marketing the capital campaign.

Tazewell Structural Issue: The Tazewell County Board of Supervisors met on Tuesday, September 7, 2021, and chose to move forward with the soil tests to be completed by Lighthouse Engineering. The drilling for the soil tests will take place mid to late next week. Five crack gauges were installed at various locations in the building and are checked weekly.

County maintenance removed items from the outdoor storage room to prepare for the soil test drilling. More extensive cracks were discovered after the items were removed. The tech services department and outreach department were relocated to different parts of the building since the damaged wall is near that office. Chair Roberts asked that the Board of Trustees members be updated after the soil test drilling.

5. BRANCH MANAGER REPORT: Darla Boardwine stated that there has been positive feedback from patrons since the reopening with former regular patrons returning and many new patrons. Some new patrons are coming over from the Bramwell, WV area. Programs will begin soon which include Lego club, Kinex club, and Storytime.

Trustee members suggested adding library programs in the local papers in addition to the digital sources already used such as Facebook. It was also suggested to reach out to the media sources that service the Bramwell, WV area. Trustee Crigger stated that she would follow up with a contact that may be able to help with local media sources such as the Bargain Finder. As stated during discussion, one of the responsibilities of the Board of Trustees is to have a publicity and public relations plan as the trustees are responsible for presenting information to the public. Trustee Kitts stated that it would be a good time to establish guidelines since several events this year could have benefited from having an established public relations plan. Director Hall will investigate what guidelines other library follow for public relation plans.

A motion made by Trustee Kitts with a second by Trustee Dean for Director Hall to develop a communications plan to present to the Board of Trustees. With all in favor and none opposed, the motion carried.

Members of the community expressed how important the availability of WiFi is since many in the community do not have home internet access. The WiFi usage counts are higher for Pocahontas than for some of the other branches. Broadband extension is in the works for the area.

Chair Roberts inquired who is responsible for the signage leading into town which includes a sign for Emma Yates. Trustee Crigger stated that each organization is responsible for their own sign. Trustee Crigger volunteered to touch-up the sign with fresh paint.

6. FINANCIAL REPORT:

- a. As of August 31, 2021, the library had spent \$152,594.17, 14.10% of the annual budget.
- b. As of August 31, 2021, the library had received \$2,435.63 in fines and fees. Donations were made in honor Anna Ward Wilson donations and a \$1,000 donation to Bluefield from Corte foundation.

7. UNFINISHED BUSINESS

- a. Training Modules: Trustees are continuing to watch the short takes videos on their own. Trustee Dean met with Director Hall to watch through the fifth module and will schedule another time to continue watching the modules. Chair Roberts stated that by the end of the year the Trustees can finish watching the training modules and discuss them.
- b. Richlands Town Council Meeting Update: Chair Roberts attended the Richlands Town Council meeting on June 8, 2021, at 6:30 pm, with Trustee Dean, John Willis, a Director of the TCPL Foundation Board, and Jami McDonald, Richlands

Branch Manager. Town Council Members suggested for Chair Roberts to attend the Richlands IDA meeting the following morning. Town of Richlands has funds from Travis Hackworth's contingency funds (\$10,000) and the Ratliff Foundation (\$15,000) that is for working on the exterior of the Richlands Branch. There are concerns about the time limits on the two funds. John O'Daniel, Richlands Town Manager, was asked to inquire about extensions for deadlines on the funds. The Richlands IDA wanted to hear plans for proposed renovations because they did not want to start work on the exterior of the building that would be demolished later. Director Hall is working with the Town of Richlands to make plans for renovations to the street facing sides of the exterior of the building. Trustee Kitts stated that she read a newspaper article about the requests for proposals recently. Chair Roberts requested that a copy of the news article be added to the minutes.

8. NEW BUSINESS:

- a. Sick Leave Bank Policy: Tammy Powers developed a sick leave bank policy based on policies from other agencies and Director Hall asked the Board of Trustees to review. The policy would allow for employees that are at their sick leave cap to donate their excess hours to a bank that could be used for employees that need long-term FMLA qualifying medical absences. Chair Roberts inquired if Tazewell County had a similar policy that could be compared and would they need final approval. Chair Roberts asked Director Hall to check with the county attorney to see if this policy is something that can be implemented before the Board of Trustees reviews it. An update about the policy will be added as an unfinished business item for next meeting.
- b. HPI Lease Agreement for the Pocahontas Branch: Director Hall emailed Mr. Shew regarding the lease agreement and it is pending approval by HPI. HPI is scheduled to meet on October 15, 2021. Chair Roberts requested that the wording of the lease agreement regarding maintenance of the building be reviewed. Trustee Crigger suggested that Director Hall ask the County Attorney for guidance on the section of the lease agreement regarding insurance. Trustee Crigger also suggested

that HPI should provide a written agreement to provide insurance on the building and a copy of the insurance policy. Chair Roberts asked that a special meeting be called regarding the HPI Lease Agreement.

Special Meeting for discussion of the HPI Lease Agreement scheduled for October 4, 2021, at 3:30.

9. PUBLIC COMMENT: No members of the public were present.

10. ADJOURNMENT: Motion to adjourn the meeting by Trustee Crigger with a second by Trustee Dean. There being no further business, the meeting was adjourned at 7:05 pm.

The next regular meeting is scheduled for Thursday, October 21, 2021, at 5:30 pm at the Bluefield Branch Library.

Respectfully submitted,

Cassie Ogle, Technical Services Librarian

Tazewell County Public Library Board of Trustees

**Regular Meeting
September 16, 2021
Pocahontas Branch
Pocahontas, Va.
5:30 p.m.**

MEETING MATERIALS AND SUPPORTING DOCUMENTS

- 1. Agenda**
- 2. DRAFT Minutes of May 20, 2021**
- 3. Director's Report**
- 4. Request for Proposal News Article**